

CM/ECF Project Update November, 2002

Four more ECF milestones were reached in October. First is the addition of the file upload capability, which lets attorneys file petitions directly from their petition preparation software with the touch of a button. Second, electronic filers now have the convenience of choosing to pay fees by credit card. Third, we've received approval to offer CLE credits to attorneys completing ECF training. And finally, we've implemented a reciprocity program, whereby attorneys who have been trained in other districts can perform a short series of transactions over our test data base from their office, fill out registration forms and get a login and password without attending formal training here. One firm, trained in New Hampshire, has already taken advantage of this simplified procedure.

November starts an ongoing schedule of training classes. We are trying to select dates that are free of court hearings, 341 meetings, telephonics, etc., which isn't easy! If you have several people in one firm (attorneys and support staff) who would like to train together, which is recommended, and have a convenient date in mind, please call us and we'll try to accommodate you. Otherwise, please select one of the formal training dates and sign up. We'll continue to add dates as needed, and to post new dates on this web site.

On November 1, the first meeting of the Maine ECF Users Group met jointly via videoconference in Bangor and Portland. Several issues were discussed, and changes have been made to the Administrative Procedures to make it easier for electronic filers. The updated Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and other Documents in the Electronic Case Filing (ECF) System can be found on this web site, along with the Court's Standing Order Regarding Administrative Procedures for Electronically Filed Cases. This information is important not only to the electronic filers, but to everyone else as well, as it may affect cases in which you are a party. As we promised, the procedures will continue to be revised as we see new ways to improve implementation of electronic filing. Please continue to check this site for further updates.

In addition, effective December 1, 2002, a new standing order will take effect requiring a cover sheet for applications for compensation. This new requirement is waived for electronic filers. You can see the order with the cover sheet form on this web site.

For those of you not filing electronically, please note that the administrative procedures require excerpting lengthy exhibits before scanning them, so that only the portions "directly germane to the matter under consideration" are attached as exhibits. This is intended to decrease the time and expense required to download and print the documents.

Once again, we'd like to remind everyone that there is a standing order regarding the proper format for filings, which is available on the local rules page of this web site. These requirements are critical for the scanning of all documents, since the electronic file is now the official file of the court, and following them will help us create quality images.

Training Schedule and Information

Class Size	<p>Portland training room – maximum 8 trainees; Bangor courtroom – maximum 5 trainees.</p> <p><i>Note:</i> These maximum numbers are based on seats available. That means, e.g., one attorney plus four support staff in Bangor is a whole class session.</p>
Class length/time	3 hours; 10 a.m. - 1 p.m.
Prerequisites	<p><u>Office</u> must meet all system software and hardware requirements listed on this web site.</p> <p><u>Attendees</u> must be familiar with web browsers, Adobe Acrobat, creating PDF files, scanning documents, Windows navigation, email, etc.</p>
Registration requirements	Attorney must complete and sign Attorney Registration Form and Credit Card Blanket Authorization Form which are both attached to the administrative procedures.
Class requirements	Attorney must participate in the training. A login and password will be assigned at the completion of the class.
How to register for class	<p>Call Nancy Carter, 207-945-0348 ext.226 for Bangor registrations Call Kelli Felkel, 207-780-3482 ext. 233 for Portland registrations</p>
Available Dates	<p><u>Bangor:</u> Nov. 18, 2002 (full) Dec. 20, 2002 Jan. 10, 2003</p> <p><u>Portland:</u> Nov. 21, 2002 (full) Dec. 4, 2002 Jan. 6, 2003</p>